



National  
Aeronautics and  
Space  
Administration

## NASA Headquarters Administrator's Trip Log

DATE: DRIVER:

CODE: EXT: TAG  
NUMBER:

ODOMETER READING OUT:

ODOMETER READING IN:

***Vehicle to be used for  
Official Government Business Only***

TIME	MILEAGE	LOCATION	CUSTOMER	CODE
FROM:				
TO:				
FROM:				
TO:				
FROM:				
TO:				
FROM:				
TO:				
FROM:				
TO:				
FROM:				
TO:				

***Attach gas receipts to Trip Log***

## **Vehicle User Instructions**

- \* Vehicles are to be used for official Government business only. Vehicles cannot be used for private business, personal errands, recreation, nor can it be used for transportation from a resident to or from work. The penalties for willful misuse of Government vehicles include suspension or removal.
- \* Smoking is strictly prohibited in all Government vehicles.
- \* "Buckle Up, It's the law!" Seatbelts must be worn at all times.
- \* Drivers must obey all traffic laws and pay required parking fees. A traffic or parking violation is the personal responsibility of the operator.
- \* Drivers are responsible for assuring all litter is removed from the vehicle and safeguarding the vehicle, U.S. Government credit card and keys against theft or misuse. Remove credit cards and keys and lock the doors when the vehicle is left unattended. Report lost, damaged or stolen credit cards and/or license plates immediately to the Facility Manager, NASA Headquarters, Code OCO, (202) 358-0209.
- \* Credit cards may be used to purchase fuel, oil, minor or emergency services up to \$50. Credit card may not be used for parking vehicles, purchasing tires, tubes or batteries. Credit card receipts are reviewed and fraudulent use of the credit card may subject the user to criminal prosecution. If drivers are unable to buy fuel with the Government credit card, pay cash or use a personal credit card, obtain a signed receipt, write on the receipt why the Government credit card wasn't accepted, and present the receipt for reimbursement.
- \* Drivers must obtain a receipt and verify all information and charges are correct prior to signing. Required information includes name and address of service station, date of service, price, the U.S. Government license tag number of the vehicle, and the odometer reading at the time of purchase.
- \* Drivers are responsible for visually inspecting the tires; checking air pressure, engine oil levels, coolant and battery fluid levels and adding as needed; checking vehicle for body damage done while the vehicle was parked and unattended; and reporting any damage promptly to the Facility Manager.
- \* In case of an accident, complete a "Motor Vehicle Accident Report," Standard Form 91, located inside the glove compartment. This should be completed at the time of and at the scene of the accident, if possible. Submit Standard Form 91 to your supervisor within 24 hours and to the Facility Manager within 3 working days after the accident.

### ***Questions should be directed to:***

***Facility Manager, NASA Headquarters, Code OCO, (202) 358-0209.***